



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Fleet Policies and Procedures

MEETING DATE: March 19, 1997

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council adopt the attached resolution and authorize any other associated actions necessary to adopt the Fleet Policies and Procedures.

BACKGROUND INFORMATION: In November 1995, the City Manager gave the Public Works Department the responsibility of coordinating an effort to put together a comprehensive fleet policies and procedures manual for the City of Lodi. A committee was formed, including representatives from all departments, to systematically do two things: 1) find, review, and assimilate existing City of Lodi policies, practices, and understandings related to fleet management; and 2) create new policies and procedures.

On January 16, 1996, the newly formed Fleet Policies and Procedures Committee met with the Council at a Shirtsleeve Session to outline the direction of the Committee, confirm the types of items to be included, and to discuss replacement criteria and procedures. It was agreed that the document should cover areas, such as:

- Purchasing of City vehicles
- Replacement criteria and procedures
- Disposition of surplus vehicles
- Fleet sizing and maximum utilization strategies
- Use of City vehicles
- Use of personal vehicles for City business
- Vehicle appearance
- Budgeting
- Insurance

The Committee met on a weekly basis to complete the draft document and, in October 1996, circulated it to all departments and Council for review. The Committee then discussed and incorporated these comments/changes and prepared the final draft for presentation to the City Council. The final draft has been discussed with the City Council at its Shirtsleeve Sessions, February 4, 11, 18 and 25, 1997.

The Fleet Policies and Procedures incorporate many policies and practices the City of Lodi has been operating under with either minor or no changes, and set forth new guidelines for purchasing, budgeting, utilization and replacement, and donated vehicles. By adoption, it will organize the City's vehicles and equipment into two fleets (Enterprise and General) and create management committees

APPROVED: _____

H. Dixon Flynn
H. Dixon Flynn -- City Manager

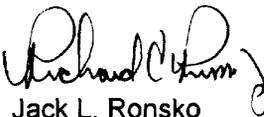
Fleet Policies and Procedures
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for each. Also required is the establishment of two funds for vehicle replacements (General Fleet Fund and Enterprise Fleet Fund). It lays out the responsibilities and the calendar for City staff and the Fleet Management Committees to follow.

The Fleet Policies and Procedures Manual is a thorough and comprehensive fleet management document that should serve the City of Lodi for years to come; staff recommends it be adopted.

Copies of the Fleet Policies and Procedures were provided to the Council as part of the February 4, 1997 Shirtsleeve packet. Changes resulting from the Shirtsleeve Sessions February 4, 11, 18 and 25 are described in the attachment. A complete, updated copy of the Fleet Policies and Procedures is also on file in the Public Works Department.

FUNDING: Cost impact to be determined.


for Jack L. Ronsko
Public Works Director

Prepared by Dennis J. Callahan, Building and Equipment Maintenance Superintendent

JLR/DJC/lm

attachments

cc: City Attorney
Management Team
Purchasing Officer
Fleet Policies and Procedures Committee

FLEET POLICIES AND PROCEDURES

Changes from Shirtsleeve Sessions

- 1) Page 1.2, Fleet Management Committees, re: Size of General Fleet Management Committee - The Fleet Management Committees will consist of representatives from each of the departments. These representatives will serve as Fleet Coordinators.

Change: None. (Remember that the responsibilities of the Committee do not require frequent meetings.)

- 2) Page 2.2, Funding Policies, C - The City will maintain a minimum fund balance in the General Fleet Fund and the Enterprise Fleet Fund of at least thirty percent (30%) of the original purchase cost of the fleet.

Change: The City will maintain a minimum fund balance in the General Fleet Fund and the Enterprise Fleet Fund to meet the following goals:

- a) allow for annual fluctuations in expenditures while maintaining a level annual transfer to the fund; and,
- b) maintain a minimum balance to allow for emergency replacement purchases.

The City recognizes that the minimum balance cannot be attained in the first year of implementation of this policy and an annual transfer amount needs to be established based on experience and implementation of this policy. Therefore, the minimum balance and the annual transfer amount shall be established as part of the budget process.

The annual contribution to the funds will generally be based on the annual-use allowance which is determined based on the estimated service life of the vehicle or equipment and its original purchase cost. The Finance Director and Fleet Manager will establish an annual funding ceiling for the purchase of replacement vehicles. These funds will be used to purchase vehicles, component equipment, and to make vehicle modifications necessary to replace an existing vehicle.

The City Council always maintains the authority to not fund equipment replacement or borrow from the Fund in any given year.

- 3) Page 3.1, Acquisition Policy Guidelines, A - The City Manager, or his designated representative, is authorized to solicit bids and award contracts for the purchase of vehicles approved in the budget and costing \$50,000 or less per vehicle. Purchases with an estimated value greater than \$50,000 per vehicle require the approval of the City Council prior to soliciting bids. The City Manager is further authorized to approve the emergency replacement of vehicles costing \$50,000 or less per vehicle.

Change: Add cc: to City Council on the City Manager's Special Request.

- 4) Page 3.4, Donated Vehicles, A - The City Council shall be the sole authority in determining when acceptance of an offer of donated vehicle(s) shall be deemed to be in the best interest of the City.

Change: Add: All donated vehicle offers will be forwarded to the City Council, through the City Manager, with a recommendation from the Fleet Manager and receiving department. The recommendation and acceptance shall include a determination as to whether or not the vehicle shall be included in the replacement program.

- 5) Page 4.4, Assigned Take-Home Vehicles, Table 1 -
- **Change: Delete Table 1 from document and renumber other tables in the Fleet Policies and Procedures.**
 - **Change Page 4.1, new G to read: Approved take-home vehicles should not be taken home if it takes longer than twenty (20) minutes to report to duty location.**
 - **New J to read: No City vehicle should be taken home except those approved by the City Manager.**
 - **Page 4.2, Responsibilities of the City Manager, A, 3 reads: Annually authorizes take-home assignments of City-owned or City-leased vehicles for commuting and for the conduct of day-to-day business on a vehicle-by-vehicle basis, and forwards current list to the City Council.**
- 6) Page 3.3, Surplus Vehicle Procedures, re: Memorandum of Disposition -
Change: City Manager will notify the City Council when a request to dispose of a vehicle is authorized by forwarding a copy of the Memorandum of Disposition.
- 7) Page 4.4, Guidelines for Utilization/Replacement, Vehicle/Equipment Class 1.A, Police Patrol-
Change: 80,000 miles to 90,000 miles
- 8) Page 7.1, Insurance and Use of Personal Vehicles -
THIS SECTION NEEDS ADDITIONAL WORK AND COORDINATION WITH OTHER CITY POLICIES AND WILL BE BROUGHT BACK TO THE CITY COUNCIL IN THE NEAR FUTURE.

NOTE: Minor editorial corrections and renumbering not listed.



MEMORANDUM, City of Lodi, Public Works Department

To: City Council
City Manager

From: Building and Equipment Maintenance Superintendent

Date: March 18, 1997

Subject: Fleet Policies and Procedures
March 19, 1997 Consent Calendar Item 17

Pages 2.1 and 2.2 of the Fleet Policies and Procedures indicate that replacement vehicles and equipment are generally budgeted and funded in the General Fleet Fund or the Enterprise Fleet Fund. Clarification (and rewording) is necessary to recognize that the Enterprise Fleet Fund is actually made up of four separate enterprise funds that CANNOT be intermixed. Electric Utility, Water, Wastewater, and Transit must all be maintained as individual equipment replacement funds.

Although these funds may be referred to collectively as the Enterprise Fleet Fund(s), according to the Finance Director, because of funding sources and for auditing and accounting purposes, the City must manage them separately.

Changes to the Fleet Policies and Procedures to implement this clarification are as follows:

Page 2.1, Overview, Paragraph 3: Under the budget process described below, replacement vehicles are generally budgeted and funded in the General Fleet Fund or the Enterprise Fleet Funds.

Page 2.2, Funding Policies, B: Funding for the purchase of both scheduled and emergency replacement vehicles damaged beyond repair will be from the General Fleet Fund, Enterprise Fleet Funds, or other sources, as applicable.

Page 2.2, Funding Policies, C: The City will maintain a minimum fund balances in the General Fleet Fund and the Enterprise Fleet Funds to meet the following goals:

A handwritten signature in black ink, appearing to read "Dennis J. Callahan".

Dennis J. Callahan
Building and Equipment Maintenance Superintendent

DJC/DC/lm

cc: City Attorney
Management Team
Purchasing Officer
Fleet Policies and Procedures Committee

RESOLUTION NO. 97-33

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE FLEET POLICIES AND PROCEDURES

=====

BE IT RESOLVED, that the Lodi City Council does hereby approve the Fleet Policies and Procedures, as shown on Exhibit A, attached hereto.

Dated: March 19, 1997

I hereby certify that Resolution No. 97-33 was passed and adopted by the City Council of the City of Lodi in a regular meeting held March 19, 1997 by the following vote:

AYES: Council Members - Land, Mann, Sieglock, Warner
and Pennino (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


JENNIFER M. PERRIN
City Clerk

City of Lodi



Fleet Policies and Procedures

SECTION	DESCRIPTION	PAGE
1	Introduction	1.1
2	Budget	2.1
3	Acquisition and Disposition	3.1
4	Utilization and Replacement	4.1
5	Vehicle Operation	5.1
6	Operator Responsibilities	6.1
7	Insurance	7.1
8	Glossary	8.1

APPENDIX

- A. Fleet Management Organizational Chart
- B. City Manager's Special Request (sample)
- C. Memorandum for Disposition (sample)
- D. Overview of Vehicle Summary Report and Vehicle/Equipment Master List:
 - 1. Vehicle Summary Report (sample)
 - 2. Vehicle/Equipment Master List (sample)
- E. Vehicle Folder Contents:
 - 1. Accident Card
 - 2. Proof of Insurance
 - 3. Accident Information Checklist
 - 4. Courtesy Card
 - 5. Incident Report
 - 6. Vehicle Registration Form
 - 7. Pre-operation Inspection Form
- F. Authorization to Use Privately-Owned Vehicle on City Business Form

OBJECTIVES

The Fleet Policies and Procedures govern the management, operation, acquisition, and disposition of vehicles and equipment owned and leased by the City of Lodi. The objectives of the Fleet Policies and Procedures are to:

- A. Provide safe, dependable, and clean vehicles for the transportation of authorized City employees and for the delivery of essential services at the lowest possible cost.
- B. Achieve the maximum utilization of each vehicle in order to reduce the overall fleet size to an effective minimum.
- C. Inform operators of City-owned vehicles of their responsibilities for the care and use of City vehicles.
- D. Establish budget and funding procedures for new and replacement vehicles.
- E. Establish policies regarding the use of personal vehicles for conducting City business.
- F. Ensure that the appearance and use of City vehicles present a positive image for the City.

POLICY GUIDELINES

The following policies govern the general management of the City's vehicle fleets:

- A. The City Manager is responsible for the management, operation, acquisition, and disposal of City owned and leased vehicles. The City Manager, with City Council concurrence, may amend the policies and procedures as required in order to meet the objectives stated above.
- B. Department Heads are responsible for the enforcement of these policies and procedures.
- C. The City has organized City vehicles into two fleets: Enterprise and General (see Appendix A).
- D. The Fleet Management Committees will be established to serve the City Manager in all vehicle-related matters to include budgeting, acquisition, disposition, assignments, vehicle operation, maintenance, and insurance.

OVERVIEW

This section outlines the basic policies and procedures that will be used in preparing budget requests for vehicles to be included in the City's Financial Plan and Budget. These instructions ensure conformance with the fiscal and administrative policies established by the City Council and the City Manager.

At the time the Financial Plan is to be prepared, specific budget instructions will be issued. Included in these instructions will be the budget calendar, funding targets, guidance for changes in service levels and specific budget formats to use in presenting Significant Expenditure Requests and Capital Improvement Budget Requests. Accordingly, the policies and procedures described in this section provide a basic foundation for budget preparation.

Under the budget process described below, replacement vehicles are generally budgeted and funded in the General Fleet Fund or Enterprise Fleet Fund. Target levels will be established by the City Manager and the Finance Director for each two-year budget cycle based on projected replacement needs. As such, the target funding does not authorize specific replacements. Replacement vehicles will be specifically identified and listed in the Financial Plan. Vehicles will be replaced based on target funding provided in the Financial Plan if justified and approved by the appropriate Fleet Management Committee.

Requests to increase the size of the City fleet will be included in the Capital Improvement Budget. The vehicle requested will be described and specifically listed as a line item in the Capital Improvement Budget. The request must include funding source.

POLICY GUIDELINES

The following policies are to be used for programming and budgeting the purchase or lease of vehicles used to conduct City business and to deliver City services:

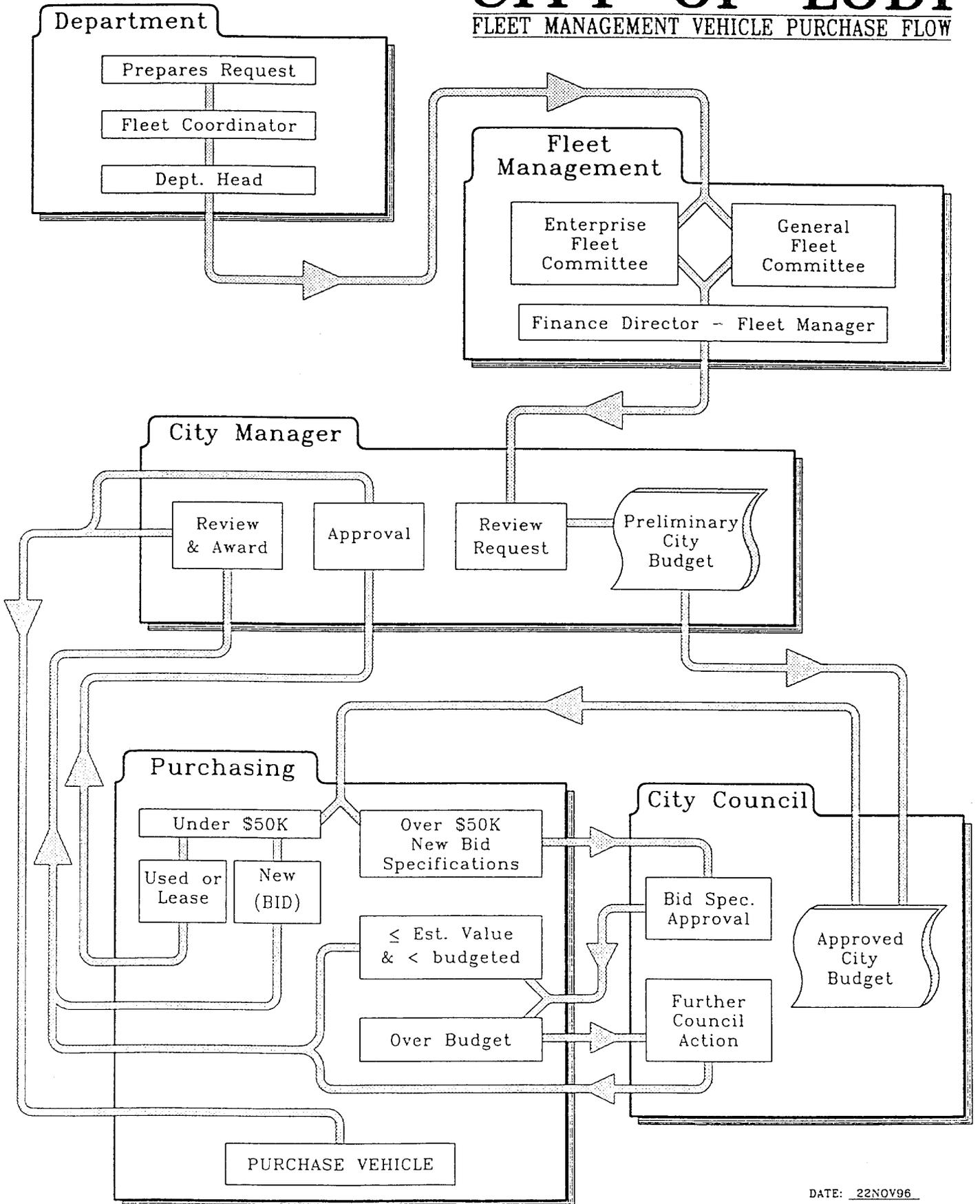
- A. Departments are responsible for identifying and budgeting for vehicles which increase the size of the City fleet or requests which significantly change a vehicle class in the current vehicle inventory, such as a pickup truck for a dump truck.
- B. Department Heads are responsible for identifying and recommending replacement vehicles based on the City's vehicle utilization criteria.
- C. The Fleet Management Committees will review all requests for vehicles that increase the size of the City fleet as well as for replacement vehicles. Approval will be based on the justification presented and the City's vehicle utilization guidelines.
- D. Budget requests for vehicles will include the total cost of a vehicle: delivery cost, vehicle modifications, and the cost of component equipment and installation, if applicable.

DEPARTMENT REQUIREMENTS

- A. Departments are responsible for identifying their need for replacement vehicles, additional vehicles, or significant changes in vehicle class required to conduct City business. Requests will be submitted by the Fleet Coordinator to the Department Head. If approved by the Department Head, the request will be forwarded to the appropriate Fleet Management Committee for review and approval. This request will include the following information:
1. Class of vehicle(s) to be replaced
 2. Number of vehicles to be replaced
 3. City vehicle number and Vehicle Identification Number (VIN) of the vehicles to be replaced
 4. Number of vehicles to be purchased
 5. Class of vehicles to be purchased
 6. Estimated cost of the replacement vehicles, modifications, component equipment, shipping cost, sales tax, and any other costs that will be incurred in acquiring the required vehicle
 7. Estimated operating cost per mile, including gas, lubricants, and maintenance, if appropriate
 8. Vehicle utilization criteria in years, miles, and hours of operation as appropriate (refer to Section 4, Utilization/Replacement Guidelines Table 2)
 9. Recommendation for disposal or second use
- B. Fleet Coordinators are responsible for preparing fleet utilization statistics each July and submitting this information to the Fleet Management Committees with recommendations for replacing or changing the class of vehicles.
- C. Requests for vehicles that increase the size of the City fleet or result in significant changes in vehicle class will be submitted and justified during the biannual budget cycle, including the information shown below, using the appropriate Capital Improvement Budget form. Only by exception will the City Council be requested to approve additions to the City fleets out of the normal budget cycle.
1. Request Title - Short-form description of the request for easy reference
 2. Purpose - A description of the City service(s) or business for which an additional transportation or a special-purpose vehicle (or significant change in vehicle class) is required
 3. Vehicle Description - Class of vehicle required
 4. Required Modifications - A description of modifications required to place the vehicle into operation
 5. Component Equipment - A listing of component equipment required to place the vehicle into operation
 6. Utilization Criteria - Estimated miles and hours of operation per year
 7. Alternatives - A description of other methods in meeting vehicle needs, such as leasing, use of existing fleet, or contracting of service requirement
 8. Recommendation for disposal or second use

CITY OF LODI

FLEET MANAGEMENT VEHICLE PURCHASE FLOW



DATE: 22NOV96

OVERVIEW

This section describes the steps required to acquire or dispose of a City vehicle. These procedures may be tailored to the needs of any acquisition or disposal, but are not subject to deviation without approval of the City Manager.

POLICY GUIDELINES

- A. The City Manager, or his designated representative, is authorized to solicit bids and award contracts for the purchase of vehicles approved in the budget and costing \$50,000 or less per vehicle. Purchases with an estimated value greater than \$50,000 per vehicle require the approval of the City Council prior to soliciting bids. The City Manager is further authorized to approve the emergency replacement of vehicles costing \$50,000 or less per vehicle.
- B. On all purchases greater than \$50,000 having prior approval by the City Council to solicit bids, the City Manager will generally be authorized to award the bid to the lowest responsible bidder if the amount of the bid is less than the estimated cost reported to the Council.
- C. The City will attempt to consolidate vehicle purchases to the maximum extent feasible. The City will also use State Office of Procurement contracts and other California public agency bids whenever it is in the best interest of the City to do so.
- D. All vehicles acquired by the City will be registered in the name of the City of Lodi, P. O. Box 3006, Lodi, CA 95241-1910. Police undercover vehicles are exempt from the requirements of this section.
- E. The Certificate of Title (pink slip) will be maintained by the Finance Department for all City vehicles.
- F. When staff believes the interests of the City can best be served with the acquisition of a used vehicle(s), a request to purchase such used vehicle(s) must be submitted via the respective Fleet Coordinator, through the Department Head, to the appropriate Fleet Management Committee for review. The request must include an evaluation of warranties and cost advantages to the City, in addition to other information required by this section. If approved by the Fleet Management Committee, the request shall be forwarded to the City Manager for approval prior to purchase of such vehicle.
- G. Further, when staff believes that the interests of the City can best be served with the lease of a vehicle or vehicles, a request to lease the vehicle(s) shall be submitted via the respective Fleet Coordinator,

Lodi City Code, Section 3.20, (and the Purchasing Procedures, Paragraph A, above) to obtain the best equipment value in compliance with the approved specifications.

4. The Department Head, Fleet Coordinator, and Fleet Manager will review and evaluate bids, contracts, or negotiated agreements for price and conformity to specifications, and prepare an award recommendation to the City Manager for approval. For budgeted vehicles with cost exceeding \$50,000, City Council approval is required to award the purchase contract if the bid amount is greater than that indicated in the original purchase request.
5. All approved purchases shall be made with a City of Lodi purchase order, upon which shall appear department name, budget account, full vehicle description, unit and total prices, and date of City Manager or City Council approval, as applicable. Terms and conditions of the purchase shall be noted by reference on, and/or attached to, the purchase order.
6. Upon receipt of vehicle(s) from the vendor, the Fleet Manager, Fleet Coordinator, or their designee, will inspect vehicle(s) for conformance to bid specifications and ensure that the vehicle(s) is/are free of defects. Upon acceptance, the Fleet Manager will forward the vendor's invoice to the Accounts Payable Section of the Finance Department for payment.
7. Vehicles (except Police undercover vehicles) will be registered by the Fleet Manager in the name of the City of Lodi. Undercover vehicles will be registered by the Chief of Police. All pink slips will be filed in the Finance Department safe.

SURPLUS VEHICLE PROCEDURES

- A. The following procedure shall be used to dispose of surplus vehicles:
 1. When a replacement vehicle has been requested, the respective Fleet Coordinator shall submit a Memorandum of Disposition requesting authorization to sell or otherwise dispose of the vehicle being replaced. The memorandum shall include the following information:
 - a. Make, model, and year of manufacture of the vehicle;
 - b. Department and division to which the vehicle was assigned;
 - c. City vehicle number, license number, and VIN;
 - d. Current odometer or hour meter reading;
 - e. Reason for disposal of the vehicle;
 - f. Estimated value;
 - g. Planned method of disposition. (Vehicles having a value shall be sold at auction, by sealed bid, or through trade-in toward the purchase of the replacement vehicle. Wrecked vehicles estimated to have only junk value shall be removed from City property by the most economical means.)
 2. In the event the vehicle to be disposed of is not the same vehicle identified in the budget request as the vehicle to be replaced, a brief summary of circumstances justifying such change shall also be included with the memorandum. Such circumstances may include unanticipated change in operating condition to another vehicle in one of the City's fleets.
 3. Upon approval to dispose of the vehicle, the Purchasing Officer shall prepare a Bill of Sale, Power of Attorney (if applicable), and Release of

acquisition and disposal of the vehicle(s). Staff shall determine that such acceptance will not result in any conflict of interest insofar as any present or future business relationship between the City and the donor.

- C. Donated vehicles shall not be deemed to be part of the City's fleet for purposes of determining the number of vehicles (actual or authorized) in the fleet, unless a donated vehicle becomes a replacement for an authorized vehicle.
- D. Donated vehicles shall be included in the count of vehicles maintained by the Equipment Maintenance Division, and shall be identified with a designation within the vehicle number.
- E. When a donated vehicle is added to the fleet an appropriate adjustment shall be made to the Fleet Budget. The maintenance cost of a donated vehicle shall be added to the Equipment Maintenance Division budget from the operating budget of the department which the donated vehicle is assigned.
- F. Funds received from the sale or disposal of a donated vehicle shall be credited to the assigned department's respective Fleet fund.
- G. Guidelines established by these policies and procedures regarding utilization, operation, and operator responsibilities, insurance, and disposal shall apply.
- H. Vehicles acquired through law enforcement asset seizure proceedings shall be deemed to be donated for purposes of this policy.

OVERVIEW

The utilization guidelines provided in this section assist staff in determining if City vehicles are being efficiently used, when vehicle assignments should be changed, when a vehicle should be retired, and when the fleet no longer requires the vehicle. However, utilization guidelines provided in this section cannot replace good management and the prudent use of City resources. Utilization guidelines are intended to serve the Fleet Coordinators, Fleet Management Committee, and the City Manager as one tool among many in maximizing the City's vehicle resources.

Vehicle use is normally evaluated based on a mileage or hours-of-operation basis. Accordingly, the City must maintain accurate records that measure vehicle utilization. Mileage is normally useful in evaluating administrative vehicles. Hours of operation are used to evaluate vehicles, such as heavy trucks, tractors, and backhoes. Vehicles assigned to field employees are best evaluated by a combination of miles, hours of operation, and suitability for assigned work. Police sedans used for undercover work may require evaluation based on suitability and special needs.

The vehicle utilization guidelines described in this section do not account for the assignment of vehicles for more subjective reasons, such as call outs, or public safety/emergency response purposes. A single set of criteria is provided for all types of vehicles and is intended to be flexible enough to account for differences in class and use.

POLICY GUIDELINES

- A. The City's vehicle fleet will not exceed the minimum number of vehicles necessary to effectively conduct City business. Alternative transportation, such as vehicle allowances, or rental/lease agreements, will be considered before adding additional vehicles to the City's fleet or replacing a City vehicle.
- B. City vehicles will be assigned based on demonstrated operational needs and vehicle utilization guidelines.
- C. City vehicles may be assigned to a vehicle pool for common use or to an individual employee based on demonstrated need.
- D. Mileage reimbursement may be authorized by a Department Head or an appointee when the use of a personal-owned vehicle is necessary to conduct City business. Reimbursement will be made at the current IRS rate for the use of privately-owned automobiles to conduct business.
- E. City vehicles may only be used to conduct personal business (see "Personal Use of City Vehicles", Page 6.2) when the vehicle is assigned to an employee as an integral component of the employee's compensation or is specifically authorized by the City Manager. Personal use may result in year-end tax adjustments.
- F. Take-home vehicles must be approved by the City Manager each December based on justification submitted by Department Heads for the ensuing calendar year. Take-home assignments will be evaluated on

4. Reviews vehicle take-home assignments annually and forwards recommendations to the City Manager for approval.
- C. Department Heads
1. Provide justification for take-home assignments pursuant to the criteria established in this policy.
 2. Authorize the use of rental vehicles, for periods of less than 6 months, to conduct City business. Approve all vouchers and purchase orders to rent vehicles.
 3. Authorize the use of City-owned vehicles for conducting out-of-town City business or overnight travel. Authorization must be coordinated with the Fleet Manager to determine availability of vehicles if the vehicle to be used will be from the vehicle pool.
- D. Fleet Manager
1. Prepares the annual Vehicle Utilization Report
 2. Maintains a pool of sedans for the transportation and travel of City staff and Council. The size of the pool will be determined based on the demonstrated need determined from utilization criteria, mileage reimbursement, and rental information.
- E. Fleet Coordinators
1. Verifies completeness of vehicle folder monthly.

UTILIZATION AND REPLACEMENT GUIDELINES

- A. The guidelines for utilization/replacement provided in Table 2 (Pages 4.4 and 4.5) are to assist the Fleet Manager, Department Heads, and the Fleet Management Committees in managing the City's fleet.
- B. These minimum guidelines will be refined and adjusted as staff develops experience with utilization criteria from vehicle records and from information provided by vendors in bid submissions. Each vehicle will have a vehicle operation log to track the following information:
1. Department/Division
 2. Assigned driver
 3. Miles/hours of operation per month
 4. Maintenance/repair costs
 5. Per mile/hour cost
- C. The Fleet Manager will ensure that the log listed above is maintained for each vehicle.
- D. Guidelines for utilization/replacement provided in Table 1 (Pages 4.4 and 4.5) are benchmarks to qualify for consideration in developing standards for purchasing and replacing City vehicles. Accordingly, the decision to replace a vehicle will be based on cost of operation, maintenance status, vehicle condition, major repairs anticipated and resale value.
- E. Fleet Coordinators
1. Prepare the City Manager's Special Request Form (for vehicles costing \$50,000 or less) or Council Communication (for vehicles having a cost greater than \$50,000).
 2. Identify department's requirements for additional/replacement vehicles and prepare a CIB request as appropriate.

GUIDELINES FOR UTILIZATION/REPLACEMENT (cont.)

	<u>Replacement Guidelines</u>			<u>Utilization Guidelines</u>	
	Years of First-Line Operation*	Miles of First-Line Operation	Reserve Period/Secondary Use (if any)	Miles Per Year	Hours of Operation Per Year
6. Trailers					
A. General Trailers	15 years				
B. Specialty Trailers	15 years				
7. Miscellaneous Vehicles/Equipment					
A. Construction/Material Handling (items not listed below)	15 years				
B. Mowers	6 years	6,000 hours	6 years		750
C. Marine (boats)	20 years				
D. Specialty Equipment					
Slip-Box Paver	20 years				
Motor Graders	20 years				
Backhoe/Loaders	7 years		8 years		
Air Compressors	10 years	2,000 hours			150
Medium Crane	10 years		5 years		
TV Inspection System	8 years				
Hydro-Jet Sewer Cleaner	6 years		6 years		
Rough-Terrain Crane	20 years				
Leaf Sweeper	5 years				

*Years of operation are measured from the original in-service date. Accordingly, years of City operation will be less for used vehicles and any cost analysis of new versus used vehicles will reflect the lower estimated life of used equipment.

OVERVIEW

The policies and responsibilities provided in this section ensure that City vehicles are maintained and operated in a safe and responsible manner. The operation and management of the City fleets are the responsibility of the Public Works Director (General, Water, Wastewater and Transit Enterprise) and the Electric Utility Director (Electric Utility Enterprise). The policies and procedures itemized here are a minimum standard for operating and maintaining City vehicles. The designated Department Heads are responsible for providing additional instruction as required to allow for variation within each Fleet and vehicle class. To assist in these duties, Department Heads may appoint a Fleet Coordinator.

POLICY GUIDELINES

A. Vehicle Operations

1. City vehicles will be operated only by properly licensed drivers who have met the training standards established by the Fleet Coordinator.
2. City vehicles may be equipped with the following safety items for emergency use unless the Fleet Coordinator determines that these safety items are impractical or unsafe:
 - a. First Aid Kit
 - b. Fire Extinguisher
 - c. Flares
 - d. Reflective Warning TrianglesCity-wide standards for some of these items will be established by the Fleet Management Committee.
3. The Fleet Management Committee will establish requirements for a vehicle folder for each City vehicle. Based on operational considerations, the folder will normally contain the following documentation:
 - a. Accident Card/Proof of Insurance
 - b. Accident Information Checklist
 - c. Courtesy Card
 - d. Incident Report
 - e. Vehicle Registration Form
 - f. Pre-operation Inspection Form

B. Vehicle Markings and Identification

1. All new vehicles purchased by the City will be white in color with the exception of vehicles assigned for special tasks as determined by the Department Head. Used vehicles and special-purpose vehicles, such as graders, street sweepers, fire engines, and fire trucks may be amber, orange, red or other standard manufacturer color when determined by the designated Department Head that such color will improve safety, significantly reduce cost of acquisition, reduce cost of maintenance, or reduce operating costs. The selection of solid, non-metallic colors is preferred for all vehicles purchased.

INTRODUCTION

There are certain rules which should be well known and strictly followed by everyone who operates a City vehicle. When a vehicle is assigned to an employee, the City is providing an expensive tool which assists the employee in performing assigned duties. The City expects the employee to take good care of the vehicle and operate it in such a manner that no accidents will occur and that the greatest economy will result.

These instructions are meant to inform the operator (employee) of the responsibilities regarding City vehicles, of standard and emergency operating procedures, and to let the operator know what to do if anything goes wrong with the vehicle.

The City expects the operator to exercise good judgment at all times. If there is any doubt about anything contained in this summary of operator responsibilities, the operator should contact their supervisor or Fleet Coordinator.

THE FLEET MANAGEMENT PROGRAM

The Fleet Manager, under the direction of the City Manager, has overall responsibility for the City's Fleet Management Program. The Fleet Management Committees assist the Fleet Manager with the day-to-day decisions that must be made to administer this program. The Fleet Coordinators, under the direction of their Department Heads, are responsible for managing the vehicles within their departments.

The Fleet Coordinators will do on-going assessment of the transportation needs of their departments. They will make recommendations to the Fleet Manager and their Department Heads regarding increases or decreases in the Fleet size, vehicle assignments, changes in vehicle types, component equipment, and any other area that affects the efficient management of their department's vehicles.

If an operator has a problem with a vehicle and cannot resolve it by using the procedures below, they should contact their supervisor or Fleet Coordinator. Employees with suggestions for improving the overall management of their department's fleet are encouraged to contact their Fleet Coordinator.

FULL-TIME VEHICLE ASSIGNMENTS

Full-time vehicle assignments are made on the basis of need and not necessarily because of job title (full-time vehicles are not necessarily "assigned take-home vehicles" as listed on Page 4.4, Table 1). Each employee's need for a full-time assigned City vehicle will be reviewed on an ongoing basis and changes in assignments made as appropriate. Factors used to measure such need will include:

1. Frequency and duration of trips
2. Emergency or immediate response duties
3. Specialized equipment which must remain in the vehicle
4. Specialized vehicle or components needed for job assignment
5. Efficiency loss due to conflicting staff need for the same vehicle(s)

Employees may also be allowed to use the vehicle for necessary transportation between lodging, classes/meetings, and dining during such travel.

OPERATOR MAINTENANCE

Proper care and preventive maintenance will keep City vehicles running efficiently and looking their best. Employees should exercise good judgment and care for City vehicles as if they were their own. Operators are responsible for doing certain maintenance on the car they are driving at each refuel. This includes but is not limited to:

1. Checking the fluid levels (such as oil, coolant, etc.) and replacing as necessary
2. Visual inspection of tires for cracks, tread wear, and proper inflation
3. Lamp, horn and wiper inspection
4. Cleaning windows
5. Checking and restocking safety equipment (fire extinguisher, first-aid kit, flares, etc.), as needed

VEHICLE APPEARANCE

As a representative of the City, a vehicle operator is responsible for keeping his/her assigned vehicle looking its best at all times. The City will pay for commercial car washes for all light-duty vehicles (sedans, vans, pickups). Heavier vehicles must use the City-owned washing facility at MSC, or other approved locations. If more than two commercial car washes are needed within 30 days, prior approval of a supervisor will be required. The City will pay for additional detailing and waxing of vehicles only if advance authorization is received from the Fleet Coordinator.

Operators should report the need for body and paint repair or interior repair (floor mats, upholstery, missing or peeling signs or lettering, etc.) promptly to his/her supervisor or Fleet Coordinator. The Fleet Coordinator will contact the Fleet Manager, who will decide on repairs based on seriousness of the defect and available funds.

MAINTENANCE AND REPAIR

The EMS will schedule maintenance on vehicles based on service history and the manufacturer's maintenance schedule. The EMS will notify departments regarding scheduled maintenance on vehicles.

Operators detecting mechanical or safety-related problems with a vehicle should remove it from service for examination and repair. It is always tempting to ignore a strange noise or vibration when one has pressing duties to attend to, but small problems, left unattended, turn into large and expensive ones. Therefore, vehicles should be repaired promptly.

To obtain service, an operator should take a vehicle to the EMS and park it in one of the X-marked stalls to the east of the EMS. The operator must fill out a repair request and leave it on the dashboard, then leave the vehicle's keys with a mechanic or in the lockbox alongside the north door to the EMS. Employees operating specialty vehicles with pre-approved maintenance arrangements (such as Fire apparatus or Police motorcycles) should instead follow their department's policy.

ACCIDENT PREVENTION

The City requires all operators to practice safe driving. The City wants its fleet to be an outstanding example of an accident-free operation. Employees should remember:

ACCIDENTS DON'T JUST HAPPEN. THERE IS ALWAYS A CAUSE. DRIVE SAFELY.

All vehicle operators must:

1. Carry a valid California operator's license of the correct class for the vehicle being used.
2. BE ALERT and obey all traffic laws
3. Obey posted speed limits
4. Keep City vehicles clean and mechanically sound at all times
5. Be courteous and give the other driver a break
6. Never tailgate
7. Use turn signals
8. DRIVE DEFENSIVELY
9. Use seat belts and require use by all passengers. It is not only safe driving, it is the LAW. (Certain emergency vehicle operators and passengers are exempted under the Vehicle Code from seat belt use. It is City policy, however, that seat belts be worn unless removal is made necessary by assigned duties.)

THE OPERATION OF ANY CITY VEHICLE WHILE UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL DRUGS IS STRICTLY PROHIBITED. Any employee arrested for driving under the influence (DUI) will be held liable for any towing or storage charges incurred. If an employee also caused an accident, he/she may be held liable for any damages. If an employee is using a prescription or over-the-counter drug (such as allergy medicine) that may affect their ability to operate a vehicle or machinery, he/she should report this to his/her supervisor. The supervisor will then make a decision before allowing the employee to operate.

EMERGENCY OPERATIONS

All City sedans and certain other designated City vehicles are equipped with items which may be needed in an accident or a City emergency. These include but are not limited to a first-aid kit, fire extinguisher and flares. If any City employee removes and uses any of these items from a vehicle, the vehicle operator must arrange for replacement as soon as possible. Resupply is normally obtained through the EMS.

ACCIDENTS

In case of an accident, it is the operator's responsibility to follow the instructions on the Accident Card included in the vehicle folder.

OVERVIEW

The City self insures vehicle property damage (commonly referred to as collision and comprehensive damage) with the exception of those vehicles which have a high-cost risk exposure (e.g., a replacement value greater than \$50,000) which are insured for collision and comprehensive damage with an independent insurance carrier. Liability insurance is provided through the City's self-insurance plan and with the California Joint Powers Risk Management Authority (CJPRMA).

POLICY GUIDELINES

- A. Employees using a personal vehicle to conduct official City business must comply with the Use of Privately-Owned Vehicles on City Business policy (located in the Administrative Policies and Procedures Manual). Employees must first complete the Authorization to Use Privately-Owned Vehicle on City Business form (Appendix F) prior to using a personal vehicle for City business.
- B. All vehicle accidents involving damage to a City vehicle, privately-owned vehicle on City business, or accidents involving third parties (persons, property, or vehicles) will be reported to the Risk Manager not later than the business day following the accident.
- C. The City will seek reimbursement from third parties for damage to City vehicles when appropriate. The funds received for reimbursement of damages to a City vehicle will be credited to the appropriate equipment replacement fund as revenue. Submit receipts for repairs to the Risk Manager.
- D. Repairs to vehicles damaged in an accident that are economically repairable will be charged to the appropriate equipment replacement fund when approved by the Risk Manager and the Fleet Manager.
- E. Vehicles damaged beyond repair, resulting from an accident, will be replaced with funds from the appropriate equipment replacement fund.
- F. Standards for drivers may be adopted under the City's risk management policies that determine an employee's eligibility to drive a vehicle while conducting City business. Accordingly, Fleet Coordinators and Department Heads will ensure that only approved drivers use a City vehicle or a personal vehicle to conduct City business.
- G. Responsibilities for administering these insurance policies are assigned to the following departments:
 1. Human Resources - Risk Management

- D. When damage is the result of obvious vandalism, the Police Department, or local authority, will be notified immediately regardless of the estimated value of damage to a City vehicle.

ANNUAL INSURANCE REPORTS

The Risk Manager will prepare an annual insurance report required by insurance carriers for City-owned or City-leased vehicles.

SAFETY COMMITTEE

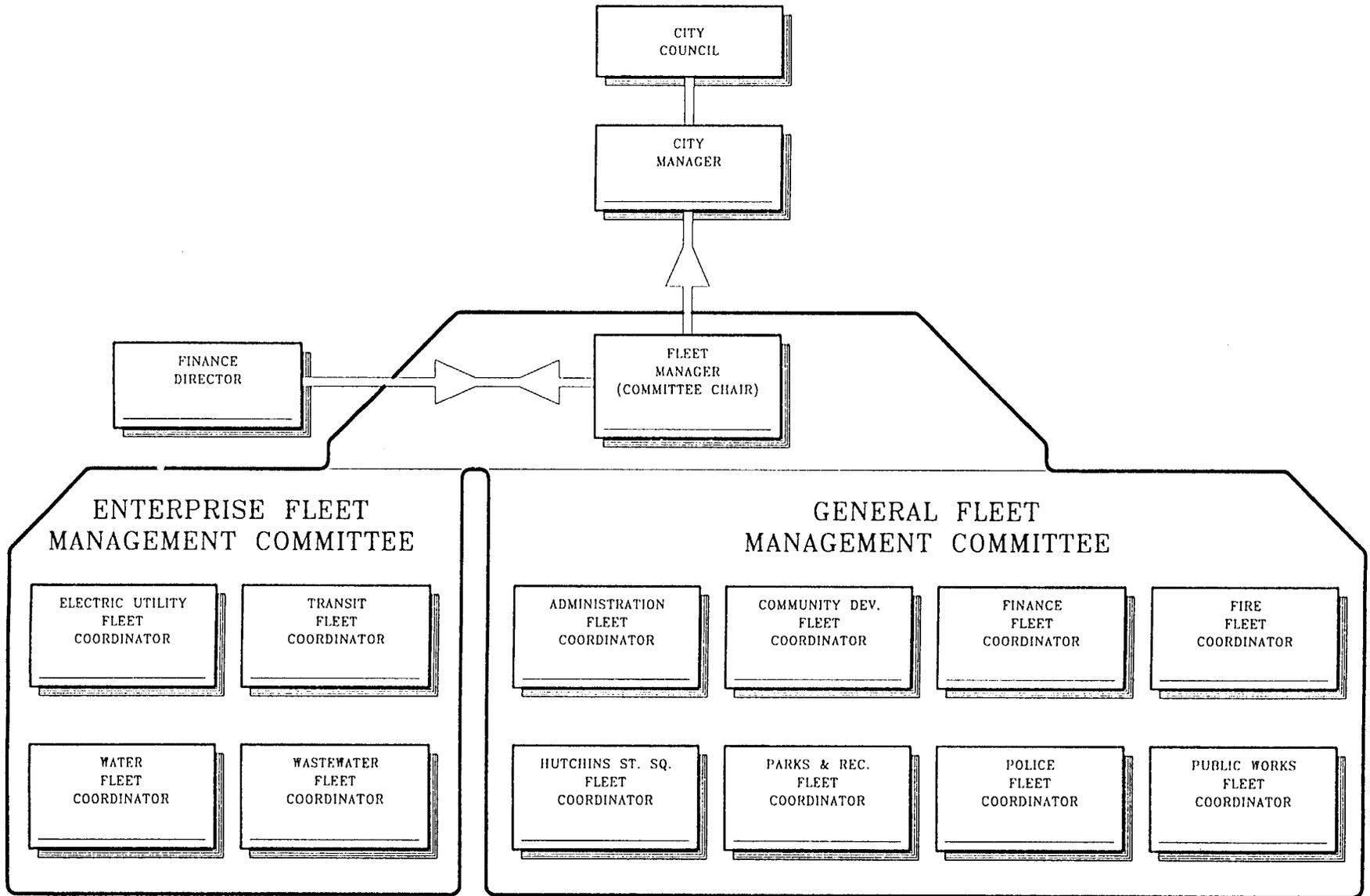
- A. It is the policy of the City to prevent injuries, protect property and provide for the safety of the public. Accordingly, every employee of the City is charged with the responsibility to identify unsafe practices, procedures, equipment, or facilities. To assist management in achieving this goal, the City has an appointed Safety Committee. The role of this Committee includes reviewing losses, incidents, accidents, and reviewing and developing safe work practices within the City in one of the following categories:
 - 1. On the job injury
 - 2. On the job illness
 - 3. Property damage
 - 4. Motor vehicle damage
 - 5. General liability exposure
 - 6. Contract exposure
- B. The Risk Manager will forward a copy of each Notice of Incident Report, involving a vehicle accident, damage to property resulting from the operation of a vehicle, or injury or death resulting from the operation of a City vehicle, to the Safety Committee Chairperson.

ACCIDENT CARD	A card kept in the Vehicle Folder to be used if an accident occurs. This card lists steps to be taken in the event of an accident.
ACCIDENT INFORMATION CHECKLIST	A checklist kept in the Vehicle Folder to be completed in case of accident.
ACCUMULATED DEPRECIATION	The total of the periodic charges made to record the expiration in the service life of a vehicle which is attributable to wear and tear through use, lapse of time, obsolescence or other physical causes.
ACQUISITION	Acquiring equipment by purchase, lease or donation.
ACQUISITION DATE	Date an asset is acquired and is available for use.
ASSIGNED DRIVER	The driver appointed by the Fleet Coordinator as the person responsible for maintaining the vehicle, ensuring that the vehicle meets City standards for appearance, reporting vehicle utilization and maintaining safety equipment assigned to the vehicle.
CITY VEHICLE NUMBER	A unique number which identifies a major equipment end item from all other equipment items.
COMPONENT	An item of equipment essential to making a vehicle operational and capable of performing the service for which it was purchased. Components (e.g., transmission, radio, light bar, hose, etc.) lose their identity when attached to the major equipment end item.
COURTESY CARD	Small card kept in the Vehicle Folder to be given to other involved parties in case of accidents involving City vehicle.
DEPARTMENT CODE	A number used to designate a Department or Division/Section.
DEPRECIATION	<ol style="list-style-type: none">1. Expiration in the service life of assets, attributable to wear and tear, deterioration, obsolescence, etc.2. The portion of the cost of an asset which is charged as an expense during a particular period.
EMERGENCY REPLACEMENT	As used in this document shall mean the immediate replacement due to the unexpected loss of a piece of equipment and causing City services to be significantly hampered without such replacement.
ENTERPRISE FLEET	The fleet belonging to and being utilized by one of the City's four enterprise operations, namely: Electric Utility, Transit, Water and Wastewater.
EQUIPMENT REPLACEMENT FUND	Funds used to purchase replacement equipment with an original purchase cost in excess of \$10,000. Fund revenues are obtained from annual transfers from the appropriate fund, interest earnings, and the sale of surplus property. Separate funds will be maintained for the City's General Fleet and the City's individual Enterprise Fleets.

SURPLUS	Over and above what is needed or required to conduct City business or no longer meets the need for its intended purpose or no longer meets the Utilization Guidelines.
TAKE-HOME ASSIGNMENTS	A vehicle authorized by the City Manager for take home use by a City employee based on assigned duties, number and frequency of night meetings attended, actual frequency of call-outs and public safety considerations. These are not vehicles from the motor pool assigned to employees on a temporary basis.
TRANSFER	To convey possession, responsibility and/or ownership of an asset to another.
USE ALLOWANCE	An allowance based on the estimated service life of an asset and original cost that is developed to determine the annual contributions to be made to the Equipment Replacement Fund.
VEHICLE	<ol style="list-style-type: none"> 1. A machine for moving people, things, goods or equipment, i.e., cars, trucks, buses, boats, etc. 2. As used in this document may mean vehicle or equipment.
VEHICLE CLASS DESIGNATION	An alpha/numeric designation used for a class of City vehicles that have unique service requirements, insurance characteristics and design.
VEHICLE FOLDER	<p>The Vehicle Folder will contain:</p> <ol style="list-style-type: none"> 1. Accident Card 2. Proof of Insurance 3. Accident Information Checklist 4. Courtesy Card 5. Incident Report 6. Vehicle Registration Form 7. Pre-operation Inspection Form
WRECKED	Ruined, damaged or destroyed to a point where the cost of repairs will exceed the current market value.

CITY OF LODI

FLEET MANAGEMENT ORGANIZATIONAL CHART



DATE: 22NOV96



CITY OF LODI

CITY MANAGER'S SPECIAL REQUEST

REQUEST TITLE: Purchase of Budgeted Replacement Vehicle

SUBMITTED BY: Public Works Director/General Fleet Coordinator

DATE: November 13, 1996

RECOMMENDED ACTION: That the City Manager authorize the purchase of one 1997 Ford Taurus sedan from Downtown Ford in Sacramento, the State of California contract dealer for mid-size sedans for model year 1997, in the amount of \$15,432.38.

BACKGROUND INFORMATION: This vehicle has been budgeted for purchase during the 1996/97 fiscal year to replace a 1989 Chevrolet Caprice sedan currently used by the Engineering Division of the Public Works Department.

The 1989 Chevrolet Caprice is over 7 years old, and has 72,985 miles, thereby meeting the minimum replacement criteria of 7 years/65,000 miles. Further, the costs of repairs and maintenance on this vehicle have totaled over \$7,300, with the majority of that expense accruing in the last two fiscal years. Current resale value is still reasonable, and considering the cost of replacement versus the cost of ongoing maintenance, it is recommended this unit be replaced now.

APPROVED FUNDING SOURCE: General Fleet Fund
(See Page E-7 of the 1996/97 Financial Plan and Budget)

Submitted by: _____
(Name and Title) (Date)

Fleet Committee Review: Agrees with recommendation
 Disagrees (Reason:
.....)

(Fleet Manager) (Date)

Finance Director -
Approval of Funding Source: _____
(Finance Director) (Date)

cc: City Council

APPROVED: _____ DATE _____

H. DIXON FLYNN
City Manager



MEMORANDUM FOR DISPOSITION OF VEHICLE

To: Finance Director
City Manager

From: General Fleet Coordinator

Date: December 10, 1996

Subject: Request for Approval to Dispose of Surplus Vehicle

Approval is requested to complete disposition of the following vehicle:

Year 1989 **Make** Chevrolet **Model** Caprice

Current Assignment Dept. Public Works Division Engineering

City Vehicle No. 04-098 **Lic. No.** E267593 **VIN** 1G1BN81YOKA154596

Current Odometer or Hour Meter Reading 73,320 Miles/Hours (circle one)

Replacement Guidelines for this Vehicle Service Years 7 Mileage/Hours 65,000

Additional Information This vehicle was replaced on December 9, 1996 by

Vehicle #04-122, a 1997 Ford Taurus, budgeted for purchase in the 1996/97 Fiscal Year and approved for purchase by the City Manager on November 20, 1996.

Estimated value (check one)

No value or junk <\$1,000 \$1,000-\$3,000 Other: \$_____

Planned method of disposition (check one)

Intra-City Transfer to _____ Department, _____ Fleet
 Sealed bid Off-site Auction Trade-in

(Wrecked vehicles estimated to have only junk value shall be removed from City property by the most economical means.)

Fleet Coordinator

Approved: _____ Date: _____
Finance Director

Approved: _____ Date: _____
City Manager

Attachments for signature: Title Bill of Sale Power of Attorney
 (Other) _____

cc: City Council

OVERVIEW OF VEHICLE SUMMARY REPORT AND VEHICLE EQUIPMENT MASTER LIST

APPENDIX D

Both the Vehicle Summary Report and the Vehicle/Equipment Master List are prepared by the Equipment Maintenance Division of the Public Works Department. Current copies of these reports are available through the Fleet Manager or Fleet Coordinators. Samples are included.

The Vehicle Summary Report is organized by vehicle class code and by the General Fleet and Enterprise Fleets. The Vehicle Summary Report provides information necessary to evaluate fleet size by class and track the size of the City Fleet.

The Vehicle/Equipment Master List is updated at the time of a vehicle purchase or disposition, and/or when changes to reportable information pertaining to a vehicle occurs. These changes would be items, such as the license number, the City number, assigned department and model year.

VEHICLE SUMMARY REPORT

	Admin	Finance	Comm Develop.	Library	Public Works					Police	Fire	Parks/ Rec.	Electric	Transit	Hutchins St. Sq.	
					Build Maint.	Eng.	Equip. Maint.	Mtr. Pool	Streets							Water/ WasteWater
1. PASSENGER VEHICLES																
A. Police Patrol										19						
B. Police Undercover										6						
C. Other (Sedans/Minivans/ Compact Pickups)		9	7		1	4		9	1	5	20	6	10	10	2	1
TOTAL:		9	7		1	4		9	1	5	45	6	10	10	2	1
2. MOTORCYCLES/SCOOTERS																
A. Police										8						
B. Other		2*								1		19*				2
TOTAL:		2								1	8	19				2
3. EMERGENCY VEHICLES																
A. Fire - Utility Vehicles																
B. Fire - Pumper											5					
C. Fire - Aerial Trucks											2					
D. Other Fire Vehicles											1					
E. Other (Elec Utility Service Truck)													1			
TOTAL:											8		1			
4. LIGHT/MED WEIGHT COMMERCIAL																
(Less than 2 tons)										3						
A. Pickups (full-size)								1	1	7	10	2	1	5	7	
B. Vans		1			1	1	1	1		1		1	1	2		
C. Service Trucks									3	1			1	1		
D. Dump Trucks									1				1			
E. Transit Buses															9	
F. Other																
TOTAL:		1			1	1	2	2	11	12	5	2	8	10	9	
5. TRAILERS																
A. General Trailers									5		1			3		
B. Specialty									2	1	4			6		
TOTAL:									7	1	5			9		

APPENDIX B-1

VEHICLE/EQUIPMENT MASTER LIST
(A "D" in the Equip. No. indicates it was donated)

EQUIP	DEPARTMENT	DESCRIPTION	YEAR	MANUF	MODEL	LIC. NO.
04-047	BUILD MAINT	4 DOOR SEDAN	1990	FORD	TAURUS	289684
04-048	BUILD MAINT	VAN, 3/4 TON	1986	DODGE	RAM 250	070797
04-203	BUILD MAINT	GENERATOR, EMERGENCY	1988	CAT	580E	
04-261	BUILD MAINT	GENERATOR, SINGLE PHASE	1981	ONAN	6 KW	
04-262	BUILD MAINT	GENERATOR, 3-PHASE	1975	KOHLER	7.5 KW	
04-270	BUILD MAINT	GENERATOR, PORTABLE	1986	HONDA	ES6500 - 6 KW	
04-358	BUILD MAINT	GENERATOR, PORTABLE (TRUCK	1986	HONDA	EX1000	
BUILD MAINT Count		7				
03-020	COMM DEV	4 DOOR SEDAN	1995	DODGE	INTREPID	357066
03-052	COMM DEV	4 DOOR SEDAN	1986	PONTIAC	SUNBIRD	093837
03-075	COMM DEV	4 DOOR SEDAN	1992	FORD	CROWN VICTORIA	352779
03-079	COMM DEV	PICKUP, 1/2 TON W/EXTENDED	1992	CHEVROLET	S10	352754
03-089	COMM DEV	PICKUP, 1/2 TON W/EXTENDED	1992	CHEVROLET	S10	352753
03-101	COMM DEV	4 DOOR SEDAN	1989	BUICK	LESABRE	282432
03-104	COMM DEV	PICKUP, 1/2 TON W/EXTENDED	1992	CHEVROLET	S10	352752
COMM DEV Count		7				
10-001	DIAL-A-RIDE	TURTLE-TOP-BUS	1994	FORD	F350	017745
10-002	DIAL-A-RIDE	TURTLE-TOP-BUS	1994	FORD	E350	017754
10-026	DIAL-A-RIDE	4 DOOR WAGON	1992	CHEVROLET	CAPRICE	352785
10-027	DIAL-A-RIDE	TURTLE-TOP-BUS	1993	FORD	E350	000090
10-028	DIAL-A-RIDE	TURTLE-TOP-BUS	1993	FORD	E350	000091
10-029	DIAL-A-RIDE	4 DOOR WAGON	1994	CHEVROLET	CAPRICE	294524
DIAL-A-RIDE Count		6				
09-001	ELECTRIC	TRUCK, AUGER (GVWR-2	1977	FORD	F750	695931
09-002	ELECTRIC	TRUCK, BUCKET	1991	INTERNAT	4900	289740
09-005	ELECTRIC	4 DOOR SEDAN	1990	DODGE	SPIRIT	289672
09-007	ELECTRIC	4 DOOR SEDAN	1994	PLYMOUTH	ACCLAIM	3DUS290
09-008	ELECTRIC	4 DOOR SEDAN	1990	FORD	TAURUS	289728
09-009	ELECTRIC	TRUCK, DERRICK DIGGE	1989	FORD	F800	261357
09-010	ELECTRIC	TRUCK, DERRICK DIGGE	1989	FORD	F800	261358
09-011	ELECTRIC	TRUCK, DERRICK DIGGE	1988	FORD	F800	200382
09-014	ELECTRIC	PICKUP, 1/2 TON	1987	CHEVROLE	S10	738913
09-020	ELECTRIC	4 DOOR SEDAN	1989	BUICK	LE SABRE	289655
09-021	ELECTRIC	TRUCK, UTILITY BODY	1981	FORD	F100	760359

VEHICLE/EQUIPMENT MASTER LIST
(A "D" in the Equip. No. indicates it was donated)

09-336	ELECTRIC	GENERATOR	1996	YAMAHA	EF2600	
09-338	ELECTRIC	GENERATOR	1996	YAMAHA	EF2600	
09-339	ELECTRIC	GENERATOR, PORTABLE	1996	YAMAHA	EF2600	
09-340	ELECTRIC	GENERATOR, PORTABLE	1996	YAMAHA	EF6600DE	
09-341	ELECTRIC	GENERATOR, PORTABLE	1984	KUBOTA	A2200	
09-347	ELECTRIC	PRESS, HYDRAULIC	1974	ENER PAC	P-84006	
09-350	ELECTRIC	GENERATOR, PORTABLE	1984	KUBOTA	A2100	
09-357	ELECTRIC	GENERATOR, PORTABLE	1986	HONDA	EM2200	
09-359	ELECTRIC	GENERATOR, PORTABLE	1983	HONDA	E1500	
09-363	ELECTRIC	GENERATOR, PORTABLE	1988	HONDA	EM650	
09-372	ELECTRIC	WELDER/GENERATOR, PO	1992	MILLER	BIG 40G	
ELECTRIC Count		57				
04-013	ENG	VAN, XLT CLUB WAGON	1983	FORD	E100	457505
04-043	ENG	PICKUP, 1/2 TON W/EXTENDED	1987	CHEVROLET	S10	084863
04-085	ENG	PICKUP, 1/2 TON	1996	DODGE	DAKOTA SPORT	357064
04-090	ENG	4 DOOR SEDAN	1991	FORD	TAURUS	289741
04-097	ENG	VAN, MINI	1988	DODGE	CARAVAN	200190
ENG Count		5				
04-022	EQUIP MAINT	VAN, 1 TON	1989	DODGE	RAM 350	267567
04-062	EQUIP MAINT	FORKLIFT, HEAVY DUTY	1996	DAEWOO	G30S	
04-122	EQUIP MAINT	PICKUP, 1/2 TON	1989	DODGE	D100	267568
04-267	EQUIP MAINT	GENERATOR, PROPANE	1983	KOHLER	15RHM82 - 15 KW	
04-328	EQUIP MAINT	WASHER, STEAM & PRESSURE	1991	AALADIN	5523	
04-333	EQUIP MAINT	COMPRESSOR, AIR	1985	KOHLER	K241S	
EQUIP MAINT Count		6				
02-009	FINANCE	4 DOOR SEDAN	1989	DODGE	SHADOW	289669
02-010	FINANCE	VAN, MINI	1987	DODGE	CARAVAN	100960
02-011	FINANCE	4 DOOR SEDAN	1994	PLYMOUTH	ACCLAIM	3EOY662
02-014	FINANCE	4 DOOR SEDAN	1984	PLYMOUTH	RELIANT	484069
02-015	FINANCE	VAN, MINI	1989	DODGE	CARAVAN	278042
02-045	FINANCE	2 DOOR SEDAN	1989	DODGE	SHADOW	267592
02-088	FINANCE	3 DOOR HATCH-BACK	1990	PLYMOUTH	SUNDANCE	289727
02-102	FINANCE	FORKLIFT (SOLID TIRE)	1983	TOYOTA	42FGC15	
02-103	FINANCE	FORKLIFT	1990	HYSTER	H100XL	
02-105	FINANCE	VAN, 3/4 TON	1986	DODGE	RAM 250	071081

VEHICLE/EQUIPMENT MASTER LIST
(A "D" in the Equip. No. indicates it was donated)

LIBRARY Count	1					
04-060	MTR POOL	4 DOOR SEDAN	1986	OLDSMOBILE	CUTLESS SUPREME	097380
04-079	MTR POOL	VAN, MINI	1985	DODGE	CARAVAN	488833
04-101	MTR POOL	4 DOOR SEDAN	1983	MERCURY	MARQUIS	468646
04-102	MTR POOL	PICKUP, 3/4 TON FLATBED W/T	1978	CHEVROLET	C20	712877
04-106	MTR POOL	4 DOOR SEDAN	1989	FORD	CROWN VICTORIA	2RKK516
04-109	MTR POOL	4 DOOR SEDAN	1982	OLDSMOBILE	CUTLESS SUPREME	450741
04-147	MTR POOL	4 DOOR SEDAN	1987	CHRYSLER	LEBARON	498425
04-180	MTR POOL	VAN, 9-PASSENGER	1987	FORD	CLUB WAGON	101074
04-181	MTR POOL	4 DOOR SEDAN	1989	DODGE	ARIES	289670
04-184	MTR POOL	4 DOOR SEDAN	1994	PLYMOUTH	ACCLAIM	294547
04-185	MTR POOL	PICKUP, 1/2 TON	1985	CHEVROLET	S10 - DURANGO	477177
MTR POOL Count	11					
07-002	PARKS/REC	PICKUP, 1/2 TON	1989	DODGE	D100	267595
07-004	PARKS/REC	VAN, MINI	1987	DODGE	CARAVAN	093820
07-005	PARKS/REC	VAN, MINI	1989	DODGE	CARAVAN	289675
07-006	PARKS/REC	PICKUP, 1/2 TON	1985	CHEVROLET	S10	476699
07-008	PARKS/REC	PICKUP, 1/2 TON	1991	DODGE	RAM 150	289677
07-014	PARKS/REC	VAN, MINI	1989	DODGE	CARAVAN	278041
07-018	PARKS/REC	TRUCK, DUMP (GVWR-21,000)	1978	INTERNATIONAL	1600	709667
07-022	PARKS/REC	VAN	1986	DODGE	RAM 250	070798
07-028	PARKS/REC	4 DOOR SEDAN	1989	DODGE	DIPLOMAT	275822
07-029	PARKS/REC	4 DOOR SEDAN	1988	DODGE	DIPLOMAT	205488
07-030	PARKS/REC	4 DOOR SEDAN	1988	DODGE	DIPLOMAT	205489
07-033	PARKS/REC	4 DOOR SEDAN	1988	DODGE	DIPLOMAT	205486
07-037	PARKS/REC	PICKUP, 1/2 TON	1981	DODGE	D100	772355
07-039	PARKS/REC	4 DOOR SEDAN	1989	FORD	TAURUS	269783
07-048	PARKS/REC	TRACTOR, FRONT LOADER	1994	JOHN DEERE	6400	
07-069	PARKS/REC	TRUCK, STAKE BED & PLATFORM	1986	DODGE	D350	073634
07-073	PARKS/REC	PICKUP, 3/4 TON	1986	DODGE	350	073424
07-079	PARKS/REC	VAN, MINI	1994	PLYMOUTH	VOYAGER	357058
07-086	PARKS/REC	TRUCK, 1 TON UTILITY BODY	1986	FORD	F350	497576
07-101	PARKS/REC	FORKLIFT, 7000 LBS.	1965	BAKER	X	704880
07-126	PARKS/REC	TRUCK, DUMP (FLATBED STYLE)	1983	CHEVROLET	C30	450566
PARKS/REC Count	21					

VEHICLE/EQUIPMENT MASTER LIST
(A "D" in the Equip. No. indicates it was donated)

05-040	POLICE	MOTORCYCLE	1991	KAWASAKI	POLICE SPECIAL	53K15
05-041	POLICE	MOTORCYCLE	1986	KAWASAKI	POLICE SPECIAL	96J02
05-042	POLICE	MOTORCYCLE	1986	KAWASAKI	POLICE SPECIAL	96J00
05-043	POLICE	MOTORCYCLE	1991	KAWASAKI	POLICE SPECIAL	X
05-044	POLICE	MOTORCYCLE	1994	KAWASAKI	POLICE SPECIAL	
05-045	POLICE	POLICE SPECIAL MOTORCYCLE	1996	KAWASAKI	1000	
05-046	POLICE	MOTORCYCLE	1996	HARLEY D	RS	
05-047	POLICE	VAN, 7 PASSENGER CNG	1994	DODGE	CARAVAN	
05-048	POLICE	PICKUP, 1/2 TON COMP	1985	CHEVROLE	S10	476698
05-049	POLICE	4 DOOR SEDAN	1984	MERCURY	MARQUIS	1LBR989
05-050	POLICE	4 DOOR SEDAN	1990	PLYMOUTH	ACCLAIM	2VJT346
05-051	POLICE	VAN, MINI	1985	DODGE	CARAVAN	070764
05-053	POLICE	TRAILER, 2 WHEEL MOTORCYCLE	1991	X	TRAILER	328898
05-054	POLICE	TRAILER, ROBOT	1987	TEST RIT	ROBOT	914032
05-055	POLICE	TRAILER, RADAR	1988	BL	TRAILER	324044
05-056	POLICE	VAN	1991	DODGE	CARGO VAN	289737
05-057	POLICE	VAN	1974	CHEVROLET	C30	3U73895
05-058	POLICE	PICKUP, 1/2 TON	1988	DODGE	RAM 50	200191
05-059	POLICE	TRAILER, DUI TANDEM AXLE	1991	TANDEN	TRAILER	913800
05-060	POLICE	PICKUP, 1/2 TON W/EXTENDED	1992	DODGE	DAKOTA	4L28186
05-061	POLICE	TRAILER	1978	LVILL	VARIED	949980
05-069	POLICE	4 DOOR SEDAN	1992	FORD	CRWN VIC-PATROL	352780
05-070	POLICE	4 DOOR SEDAN	1996	FORD	CROWN VICTORIA	
05-071	POLICE	4 DOOR SEDAN	1996	FORD	CROWN VICTORIA	
05-085	POLICE	MOTORCYCLE	1990	KAWASAKI	POLICE SPECIAL	40K48
05-103	POLICE	PICKUP, 1/2 TON	1989	CHEVROLET	CHEYENNE 1500	3X77184
05-106	POLICE	4 DOOR SEDAN	1989	DODGE	DYNASTY	2RSF804
05-107	POLICE	4 DOOR SEDAN	1988	OLDSMOBILE	DELTA 88	2LAM926
05-D100	POLICE	4 DOOR SEDAN	1986	BUICK	SKYLARK	E294591
05-D102	POLICE	4 DOOR SEDAN	1986	CHRYSLER	NEW YORKER	
05-D104	POLICE	4 DOOR SEDAN	1987	DODGE	CARAVELLE	294532
POLICE Count		66				
04-002	STREET	TRUCK, 1 TON W/BED DUMP	1993	FORD	F350 XL	294500
04-005	STREET	TRUCK, 1 TON MINI DUMP	1995	GMC	3500 SL	
04-006	STREET	HIGH RANGER W/BASKET, GVWR-	1981	FORD	C7000	774772

VEHICLE/EQUIPMENT MASTER LIST
(A "D" in the Equip. No. indicates it was donated)

04-117	STREET	LOADER, TRACTOR W/HO	1981	BOBCAT	631	X
04-118	STREET	TRAILER, TANDEM TILT	1986	ROADLINE	X	322551
04-119	STREET	SWEEPER, PORTABLE	1994	SWEEPSTE	CP86	916789
04-120	STREET	CUTTER, ROOT	1981	VERMEER	T300A	X
04-121	STREET	PICKUP, 1/2 TON	1988	DODGE	RAM 150	110785
04-128	STREET	BACKHOE/LOADER	1991	JOHN DEERE	310D	
04-130	STREET	TRAILER, 1/2 TON 2-W	1986	HOMEMADE	DEMPSEY	X
04-131	STREET	SWEEPER, STREET	1995	TYMCO	600/BAH	
04-133	STREET	COMPRESSOR, AIR 185	1985	INGERSOL	P185 WJD	916980
04-134	STREET	TRAILER, TILTBED	1988	TRAIL KI	TKT4	323498
04-135	STREET	ROLLER, VIBRATORY	1985	RAYGO	Feb-36	X
04-148	STREET	PICKUP, 3/4 TON	1976	DODGE	D200	676461
04-179	STREET	TRUCK, 1 TON STAKE B	1969	CHEVROLE	C20	531890
04-301	STREET	DRILL, EARTH	1972	X	C17	
04-302	STREET	PLATE, VIBRO	1990	TAMPER	VPG160K	
04-305	STREET	WACKER, VIBROPLATE	1994	WACKER	VPG160A	
04-307	STREET	COMPRESSOR, AIR 5.0	1982	CHAMPION	1WCV20C	
04-308	STREET	SCRAPING MACHINE	1970	TENNANT	PORTABLE	
04-315	STREET	OPENER, HYDRAULIC VA	1971	FONTANA	EF45	
04-316	STREET	GENERATOR, PORTABLE	1989	HONDA	3500	
04-317	STREET	PLATE, VIBRO	1988	WACKER	UPG160K	
04-319	STREET	TAMPER	1988	WACKER	BS60Y	
04-322	STREET	SPREADER, SAND	1972	BURCH	CO-65	
04-324	STREET	MOWER, PORTABLE	1976	PRO	8261/C	
04-325	STREET	DISK, 2-ROW TOWED	1964	X	DISC	
04-326	STREET	TAMPER	1987	WACKER	BS60Y	
04-327	STREET	BLASTER, SAND	1976	SARACCO	44000	
04-330	STREET	SWEEPER, VACUUM	1981	BILLY GO	BG60A	
04-343	STREET	PUMP, WATER	1981	THOR	51T	
04-344	STREET	BUCKET, LEAF .	1982	PB	X	
04-345	STREET	BUCKET, LEAF	1978	PB	X	
04-346	STREET	BUCKET, LEAF	1995	PB LOADE	PB	
04-353	STREET	TAMPER, WACKER	1993	WACKER	BS60Y	
04-355	STREET	PUMP, PORTABLE TRASH	1986	HOMELITE	121TP21A	
04-356	STREET	SPRAYER, AIRLESS	1992	GRACO LI	3500	

VEHICLE/EQUIPMENT MASTER LIST
(A "D" in the Equip. No. indicates it was donated)

04-256	WAT	GENERATOR, EMERGENCY	1969	GM	100 KW	
04-303	WAT	SAW, CONCRETE	1989	CLIPPER	MCS 85K	
04-312	WAT	SAW, CLIPPER CEMENT	1989	TARGET	MCS85K	
04-320	WAT	BLOWER	1970	HOMELITE	X	
04-351	WAT	TAMPER	1991	WACKER	BS60Y	
WAT Count		6				
04-001	WWW	TRUCK, DUMP (CUMMINS	1991	DODGE	RAM 350	289733
04-017	WWW	PICKUP, 3/4 TON UTIL	1986	FORD	F250	497577
04-024	WWW	BACKHOE, TRACTOR	1990	CASE	580 K	289666
04-025	WWW	4 DOOR SEDAN	1989	FORD	TAURUS	107422
04-027	WWW	BACKHOE/LOADER	1996	JOHN DEE	310D	
04-028	WWW	COMPRESSOR, AIR 4-CY	1991	LEROI	Q185 DJDI	916981
04-030	WWW	4 DOOR SEDAN	1989	FORD	TAURUS	107421
04-033	WWW	LOADER, TRACTOR W/P	1976	CASE	580 C	778292
04-041	WWW	TRUCK, 2 TON UTILITY	1966	CHEVROLE	C60	189873
04-063	WWW	PICKUP, 3/4 TON UTIL	1989	DODGE	RAM D250	267571
04-070	WWW	TRUCK WITH UTILITY B	1985	INTERNAT	1650 B	475195
04-073	WWW	PICKUP, 1 TON W/CLUB	1995	FORD	F350	
04-076	WWW	PICKUP, 3/4 TON	1989	DODGE	RAM 250	267569
04-082	WWW	PICKUP, 3/4 TON UTIL	1988	DODGE	RAM 250	200193
04-091	WWW	TRUCK, UTILITY BODY	1978	FORD	C7000	732616
04-094	WWW	COMPRESSOR, AIR 185	1985	JOY	D185Q	321210
04-103	WWW	COMPRESSOR, AIR	1985	JOY	D185Q	321288
04-112	WWW	HAMMER, MOBILE	1968	WEBCO	MB-1	541595
04-116	WWW	TRUCK, 2 1/2 TON FLA	1969	FORD	C600	545511
04-125	WWW	TRUCK, 1 TON UTILITY	1989	DODGE	D350	282403
04-129	WWW	BACKHOE, MICRO	1986	POWERFAB	125WTH11	X
04-132	WWW	COMPRESSOR, AIR 185	1989	LEROI	185CFM	916983
04-136	WWW	TRUCK, BOOM	1991	INTERNAT	4900	289747
04-300	WWW	SAW, CEMENT	1977	CLIPPER	C-188 JBC	
04-306	WWW	TAMPER, WACKER	1985	WACKER	BS60Y	
04-310	WWW	TAMPER, WACKER	1993	WACKER	BS60Y	
04-313	WWW	GENERATOR, PORTABLE	1970	MCCOLLUT	X	
04-329	WWW	RODDER, FLEXIBLE SEW	1962	X	RODDER	
04-331	WWW	GENERATOR, PORTABLE	1983	HONDA	EM 1600	

ACCIDENT CARD

In the event of an accident:

1. Determine if there are any injuries.
2. Notify the Police Department - Emergency 911/Non-Emergency (209) 333-6727.
3. Notify your immediate supervisor.
4. Give Courtesy Card(s) to other involved parties.
5. Complete Accident Information Check List.
6. Do not make statements, place blame, or sign anything unless requested by a Police Officer or your supervisor.

PROOF OF INSURANCE CARD

	CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY (CJPRMA)
<u>Automobile Liability Coverage Information</u>	
Covered Entity:	Date Issued: 01/01/97 (coverage is continuous)
City of Lodi	
<p>This certificate is issued in accordance with Vehicle Code Section 16020(a), proof of financial responsibility, as defined under 16020(b)(4).</p>	
<hr/> <small>6140 Stoneridge Mall Road, Suite 380 ❖ Pleasanton, CA 94588-3235 ❖ Phone (510) 734-9670</small>	

(FRONT)

CALIFORNIA VEHICLE CODE SECTION 16020
<p>(a) Every driver and every owner of a motor vehicle shall at all times be able to establish financial responsibility pursuant to Section 16021, and shall at all times carry in the vehicle evidence of the form of financial responsibility in effect for the vehicle.</p> <p>(b) "Evidence of financial responsibility" means any of the following:</p> <p style="padding-left: 40px;">(4) A showing that the vehicle is owned or leased by, or under the direction of, the United States or any public entity, as defined in Section 811.2 of the Government Code.</p> <p style="padding-left: 40px;">(2) For purposes of this section, "evidence of financial responsibility" also includes the identifying symbol issued to a highway carrier by the Public Utilities Commission pursuant to Section 3543 of the Public Utilities Code and displayed on the motor vehicle.</p> <p>(d) For purposes of this section, "evidence of financial responsibility" shall be in writing, and established by writing the name of the insurance company or surety company and the policy number on the vehicle registration card issued by the department.</p>

(BACK)

	<p>COURTESY CARD</p>
	<p>TO WHOM IT MAY CONCERN</p>
	<p>This is to verify that the CITY OF LODI is self-insured with additional coverage through the California Joint Powers Risk Management Authority.</p>
<p>For information, contact:</p>	<p>City Attorney's Office City of Lodi, City Hall 221 West Pine Street P.O. Box 3006 Lodi, CA 95241-1910 Phone: (209) 333-6701 FAX: (209) 333-6807</p>

(Will be made business-card size.)

CITY OF LODI
NOTICE OF INCIDENT REPORT

Rev. 8/93

For reporting any vehicular incident or damage to any City or private property or any incident which was reported and may result in a general liability claim.

REPORT MUST BE FILED WITH THE RISK MANAGER WITHIN 24 HOURS AFTER THE DATE OF INCIDENT
=====

Name of Employee: _____ Dept./Div. _____

Location or Address of Incident: _____

Date of Incident: ___/___/___ Time: _____ a.m./p.m. Weather Conditions _____

Make, model and license number of City vehicle or equipment number and I.D. number:

Was any person injured? _____ Yes _____ No. If yes please give name, address and telephone number: _____

If property damage only, and if known, please give name, address and telephone number of property owner: _____

Describe incident, including extent of loss or damage (please use another sheet for diagram, if necessary): _____

Name, address and telephone number of any witnesses: _____

Was the Police Department Notified? _____ Yes _____ No Police Report Number _____

Were photographs taken? _____ Yes _____ No Please attach.

Employee signature: _____

Date: ___/___/___

Supervisor signature: _____

Date: ___/___/___

INCIDENT/TXTA.TLP/GL

COMMERCIAL 12/31/99 33 052710
 175011797070006C000000000 * 001374
 VEHID PERM EXEMPT
 1FDJX35F9SEA57135

MAKE	MO
FORD	CM

YEAR MODEL SHOWN IS BASED ON MANUFACTURER AND DEALER REPRESENTATION

IC	DATE FIRST SOLD	CLASS	YR.	YR. MODEL	TYPE	VEH	MP
	00/00/95	FD		95	31H	G	

DATE ISSUED	USE TAX OR PARK BAIL	AX	WC	UNLADEN WEIGHT	TOTAL FEES
01/29/97		2	F	06900	NEEE

3900 5

CY LODI
 PO BX 3006
 LODI CA 95241

REGISTERED OWNER

LIENHOLDERS

REGISTERED OWNER

2581964

READ REVERSE SIDE-IMPORTANT INSTRUCTIONS

CALIFORNIA REGISTERED VALIDATED



CITY OF LODI

**PRE-OPERATION INSPECTION
AND REPAIR REQUEST**

Vehicle No. _____ Dept. _____ Mileage _____

circle item(s) requiring attention, sign & date below

1. LIGHTS- head, turn signals, stop, tail, beacon, strobe, flashers
2. LEAKS - fuel, coolant, oil, hydraulic, air
3. BACKUP ALARM and HORN
4. TIRES
5. WINDSHIELD WIPERS/WASHERS
6. WINDSHIELD/MIRRORS - clean & adjusted
7. GAUGES
8. FLUIDS - fuel, oil, water
9. STEERING - pulls, loose,
10. BRAKES - including hand brake
11. FIRST AID KIT, SEAT BELT, & FIRE EXTINGUISHER
12. CAB - clean with no loose objects

The following should be checked as it applies to specific equipment.

13. BLADE, MOULDBOARD, CUTTING EDGES, TEETH , CHAINS
14. BROOMS, SPROCKETS, PLATFORMS, SPRAY BARS, ROLLERS
15. HYDRAULIC ACTION
16. BOOMS, OUTRIGGERS, JACKS, BUCKETS, BASKET, CABLES

REMARKS:

Condition of above vehicle is satisfactory
 Driver's Signature _____ Date: _____
 Above defects corrected
 Above defects need not be corrected for safe operation of
 vehicle. Supervisor's Initials _____ Date: _____
 Mechanic's Signature _____ Date: _____



DRAFT

APPENDIX F

CITY OF LODI
AUTHORIZATION TO USE PRIVATELY-OWNED VEHICLE
ON CITY BUSINESS

In accordance with the City of Lodi Fleet Policies and Procedures, approval is required to use a privately-owned vehicle on official City business.

I hereby certify that:

- A. Whenever I drive a privately-owned vehicle on City business, the vehicle shall:
1. be a conventional, four-wheel automobile, van, pickup, or sport utility vehicle;
2. meet the legal requirements of the Federal Motor Vehicle Safety Standards for the year of manufacture and the State of California Vehicle Code requirements;
3. be well maintained.
B. I am covered by, and will maintain, liability insurance in the following amounts:
\$100,000- \$300,000 Bodily Injury, and
\$100,000 Property, or
combined single limits of \$300,000.
C. In the event of an accident, my insurance is primary.
D. That all accidents will be reported within 24 hours.
E. [] I intend to use my private vehicle(s) as a primary means of transportation for City business and will name the City of Lodi as additional insured on my policy (endorsement must be attached to this authorization).

I have read and understand the Use of Privately-Owned Vehicles on City Business policy. I understand that authorization to drive a privately-owned vehicle on City business may be suspended or revoked at any time.

Employee Name and Title (please print)

Employee Signature Date

Insurance Company Policy Number

Vehicle License Plate Number California Drivers' License Number

VIN Year Make

APPROVAL:

Department Head Date

Risk Manager Date

Distribution: Original - Risk Management Copy - Employee Copy - Department